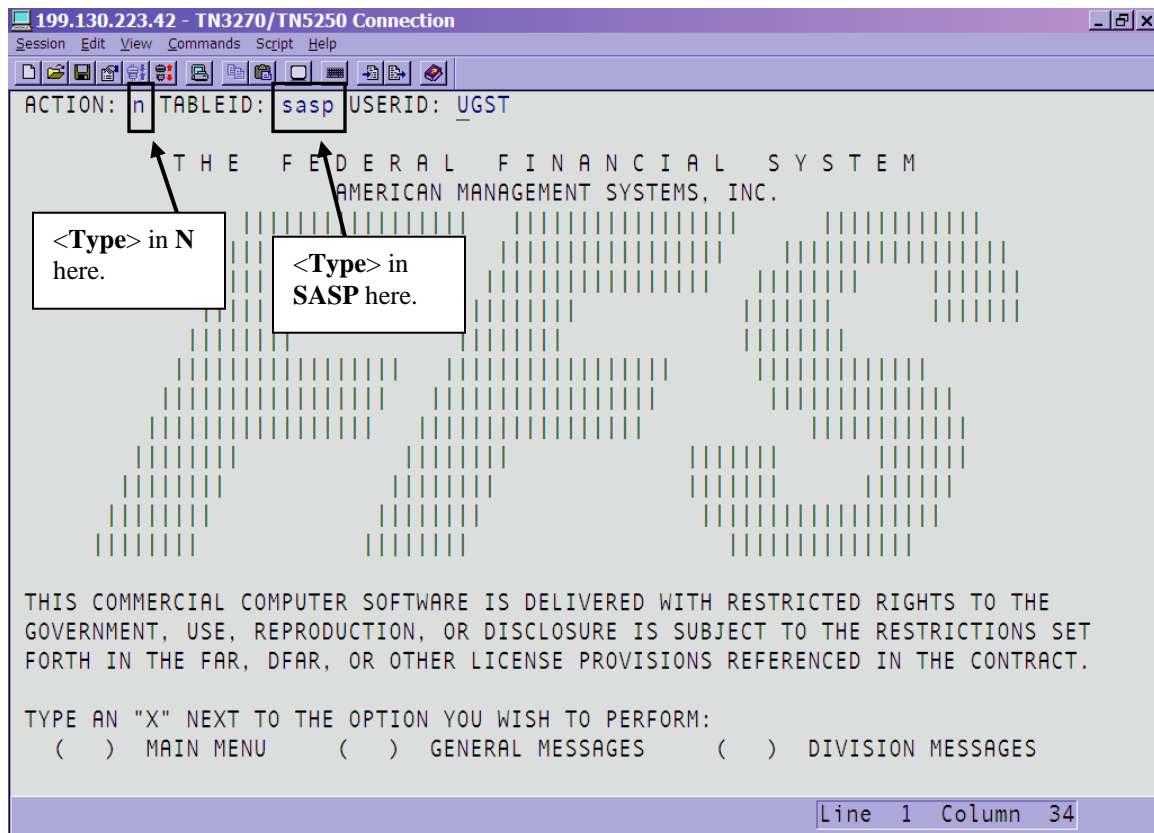


# HOW TO ACCESS AND UNDERSTAND THE SASP TABLE

- This document will allow you to view financial data narrowed by Budget Fiscal Year, Fund, Division, Organization and Program.
- Revenue/Reimbursable Collections are not available on this table. If you need to see collections the ALLT, ALOC and the APPR tables all show actual collections. To see individual transactions by program code, you need to use Brio and pull the Revenue Reimbursables Detail Report or the Project to Date Summary Report (PDSR) for summarized data.
- This is a roll-up table and takes into account transactions that occurred in Multiple Fiscal Years for one Budget Fiscal Year.

## Step 1:



1. To move to the SASP table <type> N in the ACTION field and <type> SASP in the TABLEID and <press> the **Enter** key.

6/5/2006

## Step 2:

199.130.223.42 - TN3270/TN5250 Connection

Session Edit View Commands Script Help

ACTION: **S** TABLEID: SASP USERID: UGST

\*\*\* SUBALLOTMENT SPENDING CONTROL INQUIRY TABLE \*\*\*

KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC

BFYS: **05** FUND: **52** DIVISION: **3** ORG: **3403** PGM: **523403030** BOC: -

TRANS CODE / TYPE: STATUS IND SPENDING CONTROL OVERRIDE: -

TOTAL SUBALLOT AMT: TOTAL SUBALLOT FTES:

YTD UNLIQ COMM AMT: EST ACCRUED SUBALLOT FTES:

YTD UNLIQ OBLG AMT: TOTAL USED FTES:

EXPENDED AMT:

AVAILABLE AMT: AVAILABLE SUBALLOT

QTR SUBALLOT AMT UNLIQ COMM AMT UNLIQ OBLG AMT

1

2

3

4

QTR SUBALLOT FTES SUBALLOT FTES USED

1

2

3

4

Line 4 Column 75

<Type> in S here.

<Type> in BFY here.

<Type> in FUND here.

<Type> in PROGRAM here.

<Type> in ORGANIZATION here.

<Type> in DIVISION here.

2. The keys for this Table are Budget Fiscal Years, Fund, Division and Organization and Program. <Type> **S** in the ACTION field and <tab> down to BUDGET FISCAL YEARS and <type> in the **two digit BFY** you are interested in, in this example it is 05. <Tab> once to the Fund, in this example it is 52. In the Division field <type> the **one digit Division**, in this example 3. In the ORG field <type> the **4 digit Organization**, in this example it is 3403. In the PROGRAM field <type> the **9 digit Program Code**, in this example it is 523403030 and <press> the **Enter** key.

## Explanation of fields on the SASP table:

199.130.223.42 - TN3270/TN5250 Connection

Session Edit View Commands Script Help

ACTION: R TABLEID: SASP USERID: UGST

\*\*\* SUBALLOTMENT SPENDING CONTROL INQUIRY TABLE \*\*\*

KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC

BFYS: 05 FUND: 52 DIVISION: 3 ORG: 3403 PGM: 523403030 BOC:

TRANS CODE / TYPE: STATUS IND: A SPENDING CONTROL OVERRIDE:

TOTAL SUBALLOT AMT: 0.00 TOTAL SUBALLOT FTES: 0.00

YTD UNLIQ COMM AMT: 0.00 EST ACCRUED SUBALLOT FTES: 0.00

YTD UNLIQ OBLG AMT: 0.00 TOTAL USED FTES: 0.00

EXPENDED AMT: 344,537.34

AVAILABLE AMT: -344,537.34 AVAILABLE SUBALLOT FTES: 0.00

QTR	SUBALLOT AMT	UNLIQ COMM AMT	UNLIQ OBLG AMT	EXPENDED AMT
1	0.00	0.00	0.00	131,225.50
2	0.00	0.00	0.00	128,271.48
3	0.00	0.00	0.00	85,040.36
4	0.00	0.00	0.00	0.00

QTR	SUBALLOT FTES	SUBALLOT FTES USED
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

Line 1 Column 10

- **TOTAL SUBALLOT AMT** is zero, APHIS does not suballot to this level.
- **EXPENDED AMT** are transactions that the vendor has satisfied enough of the requirements to make payment. The transaction has either already been paid by treasury or soon will be paid.

199.130.223.42 - TN3270/TN5250 Connection

Session Edit View Commands Script Help

ACTION: R TABLEID: SASP USERID: UGST

\*\*\* SUBALLOTMENT SPENDING CONTROL INQUIRY TABLE \*\*\*

KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC

BFYS: 05 FUND: 52 DIVISION: 3 ORG: 3403 PGM: 523403030 BOC:

TRANS CODE / TYPE: STATUS IND: A SPENDING CONTROL OVERRIDE:

TOTAL SUBALLOT AMT: 0.00 TOTAL SUBALLOT FTES: 0.00

YTD UNLIQ COMM AMT: 0.00 EST ACCRUED SUBALLOT FTES: 0.00

YTD UNLIQ OBLG AMT: 0.00 TOTAL USED FTES: 0.00

EXPENDED AMT: 344,537.34

AVAILABLE AMT: -344,537.34 AVAILABLE SUBALLOT FTES: 0.00

QTR	SUBALLOT AMT	UNLIQ COMM AMT	UNLIQ OBLG AMT	EXPENDED AMT
1	0.00	0.00	0.00	131,225.50
2	0.00	0.00	0.00	128,271.48
3	0.00	0.00	0.00	85,040.36
4	0.00	0.00	0.00	0.00

QTR	SUBALLOT FTES	SUBALLOT FTES USED
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

Line 1 Column 10

- **YTD UNLIQ OBLG AMT** are orders placed, contracts awarded, services received and similar transaction that have been recorded in the Financial System but have yet to be paid or have a outstanding balance. Once a year has expired, Sept 30<sup>th</sup>, 2005 BFY 2005 will expire, there are 5 years after that before a year is canceled. Before the cancellation date, the YTD UNLIQ OBLIG AMT must be at zero balance.
- **AVAILABLE AMT** is the total of YTD UNLIQ OBLIG AMT plus EXPENDED AMT minus total suballot. The agency doesn't suballot to this level so the AVAILABLE AMT will always be in the negative

199.130.223.42 - TN3270/TN5250 Connection

Session Edit View Commands Script Help

ACTION: R TABLEID: SASP USERID: UGST

\*\*\* SUBALLOTMENT SPENDING CONTROL INQUIRY TABLE \*\*\*

KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC

BFYS: 05 FUND: 52 DIVISION: 3 ORG: 3403 PGM: 523403030 BOC:

TRANS CODE / TYPE: STATUS IND: A SPENDING CONTROL OVERRIDE:

TOTAL SUBALLOT AMT: 0.00 TOTAL SUBALLOT FTES: 0.00

YTD UNLIQ COMM AMT: 0.00 EST ACCRUED SUBALLOT FTES: 0.00

YTD UNLIQ OBLG AMT: 0.00 TOTAL USED FTES: 0.00

EXPENDED AMT: 344,537.34 AVAILABLE SUBALLOT FTES: 0.00

AVAILABLE AMT: 344,537.34

QTR	SUBALLOT AMT	UNLIQ COMM AMT	UNLIQ OBLG AMT	EXPENDED AMT
1	0.00	0.00	0.00	131,225.50
2	0.00	0.00	0.00	128,271.48
3	0.00	0.00	0.00	85,040.36
4	0.00	0.00	0.00	0.00

QTR	SUBALLOT FTES	SUBALLOT FTES USED
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

Line 1 Column 10

- **UNLIQ OBLIG AMT** is the same amount as the **YTD UNLIQ OBLG AMT** except that it is broken out by quarters. If you add all the quarters together you will have the YTD amt.
- **EXPENDED AMT** is the same amount as the **EXPENDED AMT** except that it is broken out by quarters. If you add all the quarters together you will have the same amount as the top **EXPENDED AMT**.
- **SUBALLOT AMT** is the same amount as the **TOTAL SUBALLOT AMT** and is zero because APHIS does not suballot to this level of the agency.